

Preparing Forms for Your ATE Proposal: Project Data Form

This instruction sheet is derived directly from the Preparing Forms for Your NSF ATE Proposal webinar, presented on April 2, 2025. The full webinar is available for viewing at: <https://tinyurl.com/MCFormsWebinar>
A comprehensive version of the Quick Reference Guide can be accessed at: <https://tinyurl.com/MCFormsGuide>

Project Data Form

The Project Data Form is listed near the bottom of the control page, but it is a logical next step as you begin submitting information.

Proposal Actions	Proposal Sections	Last Updated	Compliance Status [Key]
Share Proposal with SPO/AOR Check Error(s) and Warning(s) Manage Personnel and Subaward Organizations Print Proposal Delete Proposal	Required Cover Sheet Project Summary Project Description References Cited Budget(s) Budget Justification(s) Facilities, Equipment and Other Resources Senior/Key Personnel Documents ⓘ Data Management and Sharing Plan Project Data Form Mentoring Plan ⓘ Conditionally required		Form not checked Document unavailable for check Document unavailable for check Document unavailable for check Form not checked Document unavailable for check Document unavailable for check Document unavailable for check Document unavailable for check Form not checked Document unavailable for check

Program Track: Choose the ATE funding track for your proposal from a dropdown menu. Most applicants who are developing their first ATE proposal will choose Track 1, which is for smaller projects than Track 2. (Until 2024 Track 1 was reserved for colleges that had not received funding for at least 7 years. The screenshot below shows what was listed at the time of the webinar. NSF is aware that the wording needs to be updated to reflect the language in Solicitation 24-584.) Selecting the appropriate funding track is important since it guides everything from setting the funding limits for your proposal to determining how your proposal is placed for review.

The screenshot displays the 'Project Data Form' interface. On the left is a sidebar with a 'Hide Menu' button and a list of sections: 'Required' (expanded), 'Cover Sheet', 'Project Summary', 'Project Description', 'References Cited', 'Budget(s)', 'Budget Justification(s)', 'Facilities, Equipment and Other Resources', 'Senior Personnel Documents', 'Data Management Plan', and 'Project Data Form'. The main content area shows the 'Project Data Form' title and a description. Below this, the 'Program Information' section contains a 'Program Track' dropdown menu. The dropdown is open, showing options: 'Select Program Track', '7412-ATE: Track 1: Small projects, institutions new to ATE', '7412-ATE: Track 2: Projects', '7412-ATE: Track 3: Consortia for Innovations in Technician Education', '7412-ATE: Track 4: Centers', '7412-ATE: Track 5: Applied Research on Technician Education', and '7412-ATE: Conferences and Meetings'. A red arrow points to the '7412-ATE: Track 1: Small projects, institutions new to ATE' option. Below the dropdown is the 'Prime Organization Information' section, which includes a 'Highest Degree' dropdown menu. At the bottom of the screen, a taskbar shows several open files: 'Why use Research...', 'Forms Webinar 2...', 'Additional Single...', and 'coa_template (1).xlsx'.

Category: Select a category from the drop-down menu that best describes your project. Don't worry if your project doesn't directly align with one of the choices. Select one that is reasonably close.

Prime Organization

Information: Use the dropdown menu to provide the requested information about your institution.

Add Other Organizations:

The same screen also asks for information about other institutions and organizations, including subaward organizations, that will contribute to your project. List them here and make certain that each one provides a letter of commitment that explains the ways in which it will contribute to the project.

Every ATE proposal should indicate involvement with relevant industries. If your project isn't connected with local industries in some meaningful way, it is unlikely that your proposal will be funded. The relationships you develop with industries will be especially important if, after successfully completing a Track 1 project, you decide to apply for subsequent funding for a more comprehensive project.

*** Required**

Funding Opportunity - NSF 24-584

Program Information

*** Program Track**
7412-ATE Track 2- Projects

*** Category**
Select Category

Select Category

- Project--Program Improvement (K)
- Project--Professional Devel. for Educators (C)
- Project--Curriculum and Ed. Materials Devel. (B)
- Project--Teacher Preparation (I)
- Project--Research on Technician Education (R)
- Project--Institution-Level Reform of Technician Education (ILR)
- Project--Multi-focus (J)
- National Center (CE-N)
- Regional Center (CE-R)
- Resource Center (G)
- Special Activities (F)

Indicate if other organizations are involved in the project directly or through shared use of equipment. Also list any subaward organization(s) here, as well as on the [Manage Personnel and Subaward Organizations](#) page.

☐ No. No additional organizations are involved in the project's operation.

Prime Organization Information

*** Highest Degree**
Select Highest Degree

*** Institution Type**
Select Institution Type

Add Other Organizations

*** Are additional organizations involved in the project's operation?**

Indicate if other organizations are involved in the project directly or through shared use of equipment. Also list any subaward organization(s) here, as well as on the [Manage Personnel and Subaward Organizations](#) page.

☐ No. No additional organizations are involved in the project's operation.

☒ Yes. Additional organizations are involved in the project's operation.

To add an organization, begin typing the name and select it when it appears in the dropdown list. If the desired name does not appear, type the complete name and select 'Add other organization' at the bottom of the list. You may add up to 20 organizations.

*** Organization(s)**

1. My local high school


+ Add Additional Organization

Discipline: The drop-down choices for project discipline, shown below, are generic categories and may not be a good fit for your project. Pick the one you think is most reasonable. Program Officers use this information to help identify reviewers, but they also rely on other information to ensure that your proposal is placed appropriately for review.


Primary Academic Focus: Proposals submitted by community colleges will usually have a Lower Division Undergraduate focus.


Select up to five disciplines which best describe the focus area of your proposal. If the necessary discipline or subdiscipline is not listed, you may add your own by selecting "Other (Please specify)."


* Discipline

1. 

[+ Add Additional Discipline](#)


* Primary Academic Focus Level 



* Private Sector Participation 

☐ No. The proposed project will not have private sector participation.

☐ Yes. The proposed project will have private sector participation (PS).

Audience(s) 

Each group indicated must be discussed explicitly and substantively in the Project Description.

☐ Faculty Professional Development (F)

☐ In-Service Teachers (I)

☐ Persons with Disabilities (D)


☐ Pre-Service Teachers (T)

☐ Secondary School Students (S)

☐ Technicians and Technologists (H)


☐ Underrepresented Minorities (M)

☐ Women (W)

Strategic Area 

Select Strategic Area

- Future of Work at the Human-Technology Frontier
- Growing Convergence Research
- Harnessing the Data Revolution
- Mid-Scale Research Infrastructure
- Navigating the New Arctic
- NSF INCLUDES: Enhancing STEM through Diversity and Inclusion
- Quantum Leap: Leading the Next Quantum Revolution
- Understanding the Rules of Life: Predicting Phenotype
- Windows on the Universe: The Era of Multi-Messenger Astrophysics

Estimated Number of Individuals Involved  [How to calculate the number of individuals involved](#)

Private Sector Participation: Business and industry are private sector enterprises, so every ATE proposal should respond “yes” to this question.

Audience(s): Think carefully about your audiences and the impact your project will have on different groups. Benefits can and should cascade as part of your Broader Impacts. You may have 12 teachers in a workshop, and when each of those teachers takes new knowledge back to their classrooms many students will benefit.

Strategic Area: If the project focuses on one of the Strategic Areas listed, select it. Otherwise, leave this window blank.

Number of Individuals Involved: At the bottom of the screen shown on the preceding page, you will indicate which groups will be involved with or impacted by your project, and you will estimate the total number in each category. (Be sure to explain their roles and how they will benefit in the Project Description.) Remember to include not only the number of high school teachers who will be directly impacted but also the number of students who will benefit from what their teachers bring back to their classrooms.

Keep notes about how you determine the numbers you report. You may be asked about this during the negotiations with NSF that often take place prior to recommending your proposal for an award.

Estimated number of unique individuals involved over all years	
* PreK-12 Students:	<input type="text"/>
* PreK-12 Teachers:	<input type="text"/>
* Undergraduate Students:	<input type="text"/>
* Graduate Students:	<input type="text"/>
* Postdoctoral Fellows:	<input type="text"/>
* Higher Education Faculty:	<input type="text"/>